



Field / Facility Request Form

THIS FORM DOES NOT GUARANTEE EXCLUSIVE USE OF THE AREA(S) REQUESTED. THIS MAY REQUIRE A FEE AND/OR DEPOSIT TO PROCESS. YOUR EVENT CAN ONLY BE APPROVED BY THE PARKS AND RECREATION DIRECTOR.

Today's Date: _____

Field / facility Request: _____

Type of Event: _____

Date Requested Start: ____/____/____ Date Requested End: ____/____/____

Circle Day of the Week: M T W TH F SA SU

Times Requested: beginning: _____ (a.m. p.m.) Ending: _____ (a.m. p.m.)

Approximate Number Attending: _____

Event Name: _____

Individual/ Organization Name: _____

Contact Person: _____

Contact Person Address: _____

City: _____ State: _____ Zip Code: _____

Cell Phone: _____

Email: _____

Description of Event:

-
1. Will an entry fee / team fee be charged for your event? YES _____ NO _____
If yes, Amount _____ Per Team _____ Per Individual _____
 2. Will a gate fee be collected? YES _____ NO _____ Amount _____

3. Will outside vendors be used? YES _____ NO _____

If yes, vendors must provide Williamson County with a Certificate of Insurance listing Williamson County as a certificate holder and listing Williamson County as "additionally insured".

Certificate of insurance must be received **15 days** prior to the start of the event in order to be approved by the County Risk Manager. (There is a vendor fee of \$25 per day per site)

List Vendors that will be used during your event:

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

4. What number of teams / individuals participating? Teams _____ Individual _____

There is a limit of 36 teams for Fly Park Tournaments. WCPR has the right to limit the number of participants and teams due to facility restrictions.

5. WCPR reserves the right to request security for your event. WCPR recommends that security be used for all tournament play but may be required at the discretion of WCPR depending on the size of the event.

6. First game and last game start times, along with field set-up needs are due to the Fly Park Facility Coordinator 15 days prior to the start of the event. Gates open 1 hour prior to first game. No games can begin before 8:00am. No games may start after 8:00pm. The Park closes at 10:00pm. All patrons must be out of the park by this time, no exceptions. Make sure are familiar with the WCPR regulations for the field/facility being requested prior to making your event schedule and that you have made all participants aware of the regulations.

7. Will port-a-lets be needed? YES _____ NO _____ The use of port-a-lets shall require the individual/organization to request and arrange the drop off and pick up of the port-a-lets at their own expense for the events.

8. Will extra trash pickup and restroom cleaning be necessary? YES _____ NO _____
(WCPR may ask the user group to help with this responsibility.)

9. Will there be a need for field preparation such as painting lines, dragging infields, etc.?
YES _____ NO _____

NOTE: Field prep is for tournaments only. No field prep will be done for picnics, birthday parties, church events, etc.

10. NO pets are allowed in Fly Park. Service animals are allowed with proper paperwork.
11. Weather decisions regarding whether the field will be available for use will be determined at the discretion of the Williamson County Parks Recreation. All decisions made on field closing are final.
12. A non-refundable deposit of \$100 is required 15 days prior to the event date.
13. The signed Field / Facility Request Form is due February 1st or 15 days prior to the event. The deposit will be applied to the rental cost. Refunds will only be returned if the event is cancelled by WCPR due to weather.
14. I will report any field problems to WCPR the following day. I will report any accidents or incidents by phone the following day and will submit them in writing within two (2) days of the occurrence.

Insurance: Individuals/organizations may be required to provide WCPR with a Certificate of Liability Insurance, listing Williamson County as “additionally insured” with limits of liability as defined by Williamson County Risk Manager. A copy of the insurance certificate shall be provided to the Fly Park Facility Coordinator 15 days prior to the event date.

Responsibility for Damages: The individual/organization renting any field/facility shall be held fully responsible for any and all damages occurring from the use of the field/facility. (Examples of damages may include, but not limited to are; damage to walls, ceiling, fixtures, furniture, flooring, field surfaces, bleachers, other amenities and carpets. Food or beverage spills on carpets that result in the need for the carpets to be cleaned will be the responsibility of the individual/organization renting the field/facility and shall bear all cost to remedy the damages. The Williamson County Parks and Recreation Department will contract and oversee all needed repair/cleaning services and forward an invoice to the individual/organization which must be paid in full to WCPR within 30 days of receipt of the invoice.

The taping, pinning or fastening of banners, posters, etc. in any way to the walls of a facility is prohibited. The use of confetti is prohibited. Any damage and/or extended cleaning time resulting from the afore-mentioned will be deducted from the Damage Deposit (the rate will be based on \$25 per hour, plus materials needed to return the field/facility to its prior condition).

The individual/organization shall use and occupy the field/facility in a safe and careful manner in compliance with all applicable municipal, state and federal laws and rules and regulations pertaining to WCPR, and all other rules and regulations prescribed by the Fire and Police Departments and other governmental authorities as may be in force and effect during tenancy. The individual/organization shall not do any act during the use of the field/facility which will in any way mar, deface, alter or injure any part of the field/facility. Individual/organization shall be held financially responsible for any damages to the field/facility and all related expenses including, but not limited to, court fees/and reasonable attorney fees that may stem from the attempt to collect for damages.

Legal: “The contractor agrees to comply with the provisions contained in Title VI of the 1964 Civil Rights Act (42 U.S.C.2000d), and for any federal regulations specific to the use of the facility. In addition, the “Individual/organization” agrees that it shall not forbid any participant from participating in the event due to race, creed, color, national origin, age, sex nor shall it subscribe to any personnel policy which permits or allows for the promotion, demotion, employment, dismissal or laying off of any individual due to race, creed, color, national origin, age, sex or which is in violation of applicable laws concerning the employment of individuals with disabilities.

Indemnification and Hold Harmless: Individual/organization shall indemnify and hold harmless Williamson County, its officers, agents and employees from:

- a) Any claims, damages, costs and attorney fees for injuries or damages arising, in part or in whole, from the negligent or intentional acts or omissions of individual/organization, its officers, employees, and/or agents, including its sub or independent contractors, in connection with the use of the field/facility.

- b) Any claims, damages, penalties, costs and attorney fees arising from any failure of individual/organization, its officers, employees, and/or agents, including its sub or independent contractors to observe applicable laws, including but not limited to labor laws and minimum wage laws; and
- c) Any claims, damages, penalties, costs and attorney fees arising from any action brought against Williamson County by any of user's officers, employees and/or agents arising out of any injury incurred by such officer, employee and/or agent in the course of the performance of this agreement, or use the field/facility, regardless of the cause of injury.

Williamson County cannot and will not indemnify, defend or hold harmless in any fashion the user from any claims arising from any failure, regardless of any language in any attachment or other document that the user may provide.

WCPR Policies to be upheld: In addition to prohibitions provided by Tennessee law, alcoholic beverages are not permitted in any area of the field/facility. Smoking is not permitted in the facility. Please remember to remove all trash before leaving.

I, the undersigned, have received and read WCPR and the field/facility rules and regulations and agree to adhere to all rules and regulations.

_____	_____
Individual/ Organization Signature	Date
_____	_____
Williamson County Parks and Recreation Authorized Signature	Date

Fly Park facility Coordinator Information:

Chris Redding

ChrisR@williamson-tn.org

615-377-6530, ext 2

615-969-9108 - Cell

Please e-mail your facility request forms to the above Fly Park facility Coordinator:

WCPR USE ONLY

Request Approved / Denied

Insurance Approved: YES / NO

Damage Deposit \$ _____ Facility Rental Fee \$ _____ Total Rental Amount: \$ _____

Damage Deposit Paid: Date: _____ Receipt Number: _____

Facility Rental Fee Paid: Date: _____ Receipt Number: _____

You must provide an insurance policy for your event (event insurance) which lists Williamson County Government (WCG) as the Certificate Holder and also states WCG is "additionally insured". Certificate of Insurance must be approved by Williamson County's Risk Management department before any field / facility will be approved for use.

Additional Notes:
